EXSC 4250 /6880  
EXERCISE SCIENCE INTERNSHIP

INTRODUCTION

The internship in Exercise Science is intended to be the culminating experience of your degree. The modern concept of internships essentially springs from the medieval apprenticeship, in which skilled laborers (often craftsmen) would teach a young person their trade and, in exchange, that person would agree to work for the teacher for a certain length of time. The main difference between an apprenticeship and an internship is that internships are more exploratory. You're not bound to work for your “employer” after the internship is over (although many interns do receive job offers). The internship experience allows/promotes the application and improvement of your course-based learning (knowledge, skills, and abilities) in a real world setting. In addition to allowing the student to gain “work” experience in the field it is also the first opportunity for many students to begin building a network of professional contacts. Your internship site supervisor can be a valuable asset both during and following an internship experience. Therefore, the selection of an appropriate internship site with a quality internship site supervisor is vital as you transition from the academic world of your degree program to the work force.

For those individuals planning on moving directly into graduate study, the internship experience and site supervisor carry similar benefits. Often this is the first opportunity to observe and participate in activities related to your chosen vocation (PT, OT, Clinical Exercise Physiology, etc.). Similar to above, the internship site supervisor can prove to be a valuable resource both during and following the internship experience and has the potential to serve as a reference as you apply to programs of graduate study.

For these reasons, the selection of an internship site (and site supervisor) should not be taken lightly. The field of Exercise Science is broad with many career/employment tracks. Each student needs to select an internship that will assist him/her in moving toward career goals. The responsibility for selecting an internship site that will lead in the desired career direction is the student’s. Identifying an appropriate internship site is complex. Your academic advisor and the exercise science faculty can assist you in identifying resources that will assist you in
identifying potential internship sites. Interning at a current site of employment is only an option if you can accumulate 350 hours in areas outside of your employment responsibilities.

Once potential sites are identified, the student is responsible for making contact with the site(s) and scheduling a meeting with the individual(s) at the site that would serve as the internship site supervisor and has the ability to accept you as an intern. Be prepared to bring a résumé with you to this meeting. It is imperative that the potential site supervisor has the requisite training/education and experience to be able to assist you in the transition from your academic preparation to real world practice in the field.

The remainder of this Internship Packet outlines the steps necessary to acquire an internship site, describes the process of acquiring the needed paperwork required to be able to receive a permit to enroll in the internship course (EXSC 4250/6880), and lists the paperwork that is required to begin service hours at your chosen and approved internship site. Following the steps outlined in this packet is essential for you to be able to enroll in, serve, and complete an internship. Not meeting the deadlines described in the packet will result in delaying your internship.
ELIGIBILITY FOR INTERNSHIP
The internship in Exercise Science is intended to be one of the final courses enrolled in for completion of your degree (B.S. / M.S). Prerequisites for enrollment in EXSC 4250 / EXSC 6880 are as follows:

B.S Students
ATHC 4060**
ATHT 3580**
ATHT3900/1
BIOL 2010/1
BIOL 2020/1
EXSC 3000
EXSC 3500
EXSC 3830/1
EXSC 4000
EXSC 4010**
EXSC 4230
EXSC 4240
EXSC 4260##
NFS 2220
NFS 3280**
2 PHED Activity Courses

** May be taken concurrently or following EXSC 4250 Internship in Exercise Science
## May be taken concurrently with EXSC 4250 Internship in Exercise Science as long as the internship placement does NOT involve working with individuals representing special populations.

M.S. Students
Masters student are required to have completed a minimum of 24 credit hours in their program of study which include the following:
EXSC 6650
EXSC 6830
EXSC 6840
EXSC 6750
HHP 6610
HHP 6700

Students are restricted from enrolling in more than one additional 3 credit-hour course while enrolled in EXSC 4250 / 6880. It has proven difficult/impossible for students to complete their internship responsibilities when enrolled in credit-hours above this recommendation, especially with a natural science course. Ideally, the internship should be taken alone. This allows the freedom for students to acquire internships that are not in close proximity to campus and ensures ample availability for the completion of internship service hours.

SERVICE HOUR MINIMUMS

B.S. Students
A minimum of 350 clock hours

M.S. Students
A minimum of 200 clock hours

Notes: (1) Many internship sites have service hour requirements that exceed these minimums. If you select one of these internships you are required to complete the requirements of the site.
(2) It is your responsibility to verify that the site you have selected is able to provide 350 clock hours of service within the allotted weeks of the semester.
**TIMELINE FOR ACQUIRING AN INTERNSHIP**

**The semester prior to Internship**

1. Download Internship Packet from the Exercise Science web page
   - [www.mtsu.edu/exercisescience](http://www.mtsu.edu/exercisescience)
2. Read all information in the packet
3. Complete the Internship Application Form
4. Determine type of internship setting (Public Fitness, Corporate Fitness, Strength & Conditioning, Physical Therapy, Occupational Therapy, Cardiac Rehabilitation, etc.) you wish to pursue.
5. Select prospective internship sites (*There is a binder of information on internship sites in the Exercise Science Lab in a slot on the wall near the water fountain.*)
6. Contact prospective sites and arrange an “interview” with that site’s Internship Director/Coordinator.
   - Dress professionally
   - Bring a transcript and a resume
   - Bring the internship acceptance form
7. Select the internship that best fits your needs and to which you have been accepted
   - Have that site’s Internship Director/Coordinator complete the Internship Acceptance Form (attach his/her business card if possible)
8. Submit the Internship Application and Internship Acceptance forms to an Exercise Science Faculty member (Internship Acceptance may be faxed directly to Exercise Science by your internship site supervisor)
   - *The deadline for submission of these forms for the spring, summer, and fall terms is the Monday PRIOR to priority registration for your internship.*
9. At the end of priority registration you will receive an email informing you of the CRN of the section of internship to which you have been assigned. This email will also inform you of the date, time, and location of the required pre-internship meeting (*usually on “Study Day” of the semester*).
10. Upon receipt of this email, log into Pipeline and register for internship credits
11. Acquire personal liability insurance. (~$40.00, *must be valid for the entire internship*)
   - [www.hpso.com](http://www.hpso.com)
   - [www.proliability.com](http://www.proliability.com)
   - Some sites require a higher level of liability insurance. Check with your site to see if they have minimum requirements.
12. Attend pre-internship meeting
   - Provide proof of liability insurance coverage (*must be valid for the entire internship*)
   - Provide proof of CPR certification (*must be valid for the entire internship*)
   - You will NOT be allowed to start serving at your Internship site until these forms are submitted.
   - *Anyone failing to attend this meeting will bear the sole responsibility of getting the information covered at the meeting.*
13. Pay attention in the pre-internship meeting and ask questions
   - This may be the last time you see your University Internship “teacher” until the final internship meeting
**Timeline for Completing Your Internship**

**The semester of your Internship**

1. Review internship materials posted on D2L
   - Syllabus
   - Internship Forms
   - Internship Project Information
   - etc.

2. Make sure you mark the final internship meeting date, time, and location on your calendar (the last week of the semester).

3. Begin serving Internship service hours (you can begin once the semester has begun and all required paperwork is submitted, and you have registered for the course)
   - Log your service hours (**Form posted on D2L**)
   - Submit internship reports via email as instructed (**See syllabus**)
   - Communicate regularly with your site supervisor
   - Notify your University Internship “teacher” when you have questions and concerns
   - Follow instructions in the syllabus with regard to required evaluations etc.

Treat your Internship like a job where you are working to impress your supervisor, the staff, and the clients of the business. Be on time, dress appropriately, and behave in a professional manner (leave your cell phone in the car). *It is possible to be removed from your internship site should your site supervisor be unsatisfied with your performance.*

4. Attend the final internship meeting (**usually on the last Wednesday of classes of the semester of internship**)
   - Submit Internship “binder” (this will include)
     - Hardcopy of internship project materials
     - Hour log/time sheet
     - Updated resume’
     - Internship site and supervisor evaluations
   - Present your internship project to the other students in your internship section
   - Return your internship name badge clip

5. Complete the Exercise Science Major Field Test
Objectives for Exercise Science Internship Experience

1. Gain experience in the diverse aspects of adult fitness, cardiac rehabilitation, strength & conditioning, corporate fitness and/or clinical applications related to Exercise Science

2. Increase skill and proficiency in exercise testing & prescription, instruction, program development and program evaluation

3. Refine exercise leadership skills

4. Increase knowledge and skills in screening procedures and providing a safe “environment”

5. Become comfortable in working with high risk, diseased, special, and athletic populations

6. Become familiar with other wellness topical areas

7. Observe medical procedures for the treatment of many hypokinetic diseases (heart disease)

8. Develop and implement a special project
MIDDLE TENNESSEE STATE UNIVERSITY
EXERCISE SCIENCE

Internship Supervisor Acceptance/Rejection Form

After interview, please return this form directly to:

EXSC Internship Supervisor
Campus Box 96
Middle Tennessee State University
Murfreesboro, TN 37132
Fax: (615) 898-5550

Student's Name: ___________________________ Date: ________________

Semester of Service:  Fall  Spring  Summer  Year: ____________
(Circle One)

_______ The agency, which I represent, accepts the above named student as an intern.

Undergraduate interns are required to serve 350 clock hours.
Graduate interns are required to serve 200 clock hours.

_______ The agency, which I represent, does not accept the above named student as intern.

Supervisor Signature: __________________________ Date: ________

Comments:

Intern Supervisor: ___________________________ Title: ___________________________

Agency / Business: _____________________________________________________________

Please Print Clearly

Years with this Agency / Business: ________  Years in this profession: ________

Certification(s)/License(s) Held: _______________________________________________

Address: ________________________________________________________________

Phone: ___________________________ E-mail: ________________________________

Please Print Clearly

Please attach business card if available.
MIDDLE TENNESSEE STATE UNIVERSITY
EXERCISE SCIENCE
APPLICATION FOR INTERNSHIP

Date: ____________________________
Name: ___________________________________________ M#: ____________________________
MTSU Email: ___________________________ Cell #: ____________________________
Permanent Email Address: __________________________
Address: ___________________________________________ Zip Code: ____________________________

**EXSC 4250** 12 Credit hrs.  *(Circle One)*  **EXSC 6880** 6 Credits hrs.

# of hours completed: ______ Overall GPA: ______

Number of hours to be taken concurrently with internship: ____________
  - Courses that can be taken while completing the undergraduate internship include ATHC 4060, ATHT 3580, NFS 3280, EXSC 4010, EXSC 4260, # Gen. Ed courses, or Elective/Minor courses. Students are restricted from enrolling in more than one 3 credit-hour course while enrolled in EXSC 4250/6880.
  - Please list any course you intend on taking concurrently with internship

Expiration date of CPR certification: ____________________________

Anticipated date of graduation: ____________________________

**Undergraduate students:** List all remaining coursework and indicate when these courses will be taken: *(courses you are currently enrolled in need not be listed)*

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**Graduate students:** List all remaining coursework and indicate when these courses will be taken: *(courses you are currently enrolled in need not be listed)*

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